

**FOOD SERVICE
WORKER
NA-7408-01**

**THEATER SNACK BAR
MORALE, WELFARE
& RECREATION**

FOOD SERVICE WORKER

INTRODUCTION

This position is located in the MWR Department, Quality of Life Department, at Naval Air Station, Lemoore. This position is to provide food service and cash handling support to the MWR division.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for the overall cleanliness of area assigned. The incumbent operates a cash register. Must promote good customer relations and enhance the image of the respective facility. Sells theater tickets and light food items to the customer.

Responsible for ensuring that all equipment and utensils clean and stored in compliance with sanitation regulations. Prepares light food items for resale (e.g., popcorn, hot dogs).

Cash Handling: Operates cash register in accordance with cash handling guidelines as instructed by supervisor. Maintains change fund. Ensures proper balance of cash and accurate reporting of sales.

Performs other operational duties as assigned. (e.g. sweep, vacuum, mop, ticket sales, etc)

Knowledge/Skill Requirements

General knowledge of Navy theater operations.

Supervisory Controls

The incumbent works under the supervision of the MWR Division Director who will make assignments dependent upon program requirements.

The employee is responsible for carrying out assignments, keeping the on duty supervisor informed on progress, obstacles, and results.

Guidelines

Guidelines are contained in local and departmental policies. Additional guidelines are provided by the Supervisor under the director of the Club Manager as necessary. Judgement is used in interpreting and adapting guidelines to meet program objectives.

Complexity

The work involves the consideration and selection of various methods or techniques defined in policies to accomplish the Club function. Variations in the work usually are handled with relative ease and without adversely affecting activities.

Scope and Effect

The incumbent's professional ability to carry out assigned responsibilities is evaluated by patron satisfaction and quality of services offered.

Personal Contacts

Personal contacts include civilian and military personnel, their dependents and other authorized patrons. Personal contacts may also include vendors and other departmental employees.

Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying or exchanging information related to the Club operations.